Attachment I

# NCCDPHPIntranet

SEARCH NCCDFHP

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# **EDITORIAL SERVICES**

#### Editorial Services

#### Publication and Presentation Clearance

#### CDC Publication and Presentation Clearance

#### <u>DHHS Publication</u> <u>Clearance</u>

# Manuscript Tracking and the Clearance Management System (CMS)

#### MCCDPHP Bibliography

#### NCCDPHP Guide to Manuscript Clearance

# Publication and Presentation Clearance

# CDC Publication and Presentation Clearance

ES manages the CDC elearance process for both publications and presentations and the DHHS elearance process for publications and audiovisual materials.

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CDC Publication Clearance

CDC Presentation

Clearance

Additional Resources

All publications are tracked electronically through the various stages of clearance by NCCDPHP's Clearance Management System. ES manages and coordinates training for system. For information about CMS or CMS training, contact Amy Bowers at extension 5073 (770/488-5073).

#### CDC Publication Clearance

CDC clearance is required for all material that will be distributed outside of CDC and that will be regarded as representative of CDC's policies and practices. This requirement applies to material published either by CDC (e.g., training manuals, brochures, fact sheets, home pages, and all documents posted on the Internet), by a CDC-funded individual or group (e.g., a grantee or a cooperative agreement recipient), or by an outside publisher (e.g., journal articles, book chapters, letters to the editor).

£S staff direct and monitor the cross-clearance of mamiscripts through or from all CIOs represented by coauthors and through or from all CIOs concerned with the subject matter.

We also ensure that the following types of manuscripts are also cleared, after editorial review, through the NCCDPHP associate director for science:

- those intended for publication in the MAINTR:
- those dealing with sensitive subjects, such as bioterrorism, IIIV/AIDS, sexual behavior, abortion, and illegal drug use;
- those requiring cross-clearance from another center/institute/office (CIO);
- those whose first author is a division director or division-level associate director for science;
- · those that represent NCCDPHP and CDC guidelines;
- those considered to be briefing materials;
- those whose authors have specially requested such review.

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#### CDC Presentation Clearance

Abstracts of presentations must be cleared through your branch and division before they are submitted for outside consideration. You must then send a copy of the cleared abstract (plus the signed clearance form) to ES when you submit it to the group you will be addressing.

We will forward an information copy to CDC's Office of Communications, as required by CDC policy, and to NCCDPHP's Assistant Director for Science.

All abstracts that deal with IIIV/AIDS must be cross-cleared through the National Center for IIIV, STD, and TB Prevention. ES will process the cross-clearance, but remember to allow at least two weeks to receive approval or comments.

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## Additional Resources

- The <u>Guide to Manuscript Clearance</u> explains the steps in the clearance process in detail. ES staff are also available to answer your questions.
- CDC's Clearance Procedures for Scientific and Technical Documents explains the agency's precedures for clearing scientific and technical documents.

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National Center for Chronic Disease Prevention and Health Promotion Questions about this page? <u>Contact Chris Fralish</u> (OD/FIESB)

